



General Services Administration  
Northwest/Arctic Region  
Jackson Federal Building  
915 Second Avenue, Room 106.  
Seattle, WA 98174

January 16, 2002

MEMORANDUM FOR THE RECORD

From: MICHAEL S. WESTVOLD  
PROPERTY MANAGER (10PM1A)

SUBJECT: Quarterly Tenant Meeting Minutes

The quarterly tenant meeting for the first quarter of FY02 was held on January 16, 2002 in the Cascade room (2866) of the Jackson Federal Building. Those in attendance are listed on the attached sign-in sheet.

The following items were addressed:

1. **CUSTODIAL & GROUNDS.** NWCI representatives, Silvano Gonzales and George Twiss, fielded questions regarding custodial issues, including frequency of vacuuming and dusting. Many tenants commented on their appreciation for the new paper towel dispensers.
2. **CONCESSIONS.** Ron Shissler of Southern Foods was unable to attend. There were no tenant comments or concerns regarding concessions.
3. **TELECOMMUNICATIONS.** No representative in attendance. There were no tenant comments or concerns regarding telecommunications.
4. **SECURITY & SAFETY.** Darryl Raab of FPS was introduced as the new Physical Security Specialist for the Jackson Federal Building. It was addressed that all security measures put into place following September 11, 2001 will be continued.  
The Jackson Federal Building will be converting to a prox card system for after hours building access.
5. **SERVICE CALLS AND MAINTENANCE.** Please continue to use the service call hotline number x5050.
6. **PROJECTS & SPACE MANAGEMENT:**
  - One of the freight elevators and a passenger elevator is expected to undergo service. The elevators may be out of service for a week. Dates for these repairs will be communicated to the tenants.
  - The American flags located on 1<sup>st</sup> and 2<sup>nd</sup> Avenues will have new lighting by February 6, 2002.

- Tenants commented on their appreciation of the parabolic lighting located in the elevator lobbies on the second floor. This style of lighting will be used in conference rooms and elevator lobbies only.

**7. OPEN DISCUSSION:** Miscellaneous items discussed included: a) A new stainless steel shelf (8"h x 11 1/8"d x 36w) will be mounted in the bathrooms and replace all furniture (tables etc.) currently located there. A picture of the shelf to be installed is located at the Property Management office, room 106.

There was no other business. The next meeting is scheduled for 9:00 a.m., April 18, 2002 in the Cascade Room (2866). A notification memo will be emailed approximately two weeks prior and an agenda emailed one day prior to the meeting.

Attachment (1)